Defense Cost and Research Center

CSDR Submit-Review Website
Submitter Guide

8/1/2014

Submitter Training

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the CSDR-SR system:
  - Obtaining an ECA Certificate
  - Requesting a DCARC account
  - Logging in to the CSDR Submit-Review system
  - Upload Home Overview
  - Submitting Excel Cost Reports
  - Submitting XML Cost Reports
  - Submitting Software Reports and CWBS Dictionaries
  - Viewing CSDR Plans

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Obtaining an ECA Certificate

Obtaining an ECA Certificate

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.

- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.

- To locate approved certificate vendors please visit the ECA PKI Program Website at: http://iase.disa.mil/pki/eca/index.html

Requesting a DCARC Account

Requesting a DCARC Account

OSD CAPE/DCARC

- http://dcarc.cape.osd.mil
  To request a DCARC Portal account, select the "Request Portal Access" link.

- If you already have a DCARC Portal account, you do not need to register for a new account. Please contact DCARCSupport@Tecolote.com for assistance.

From the DCARC Home page select the "Request Portal Access" link
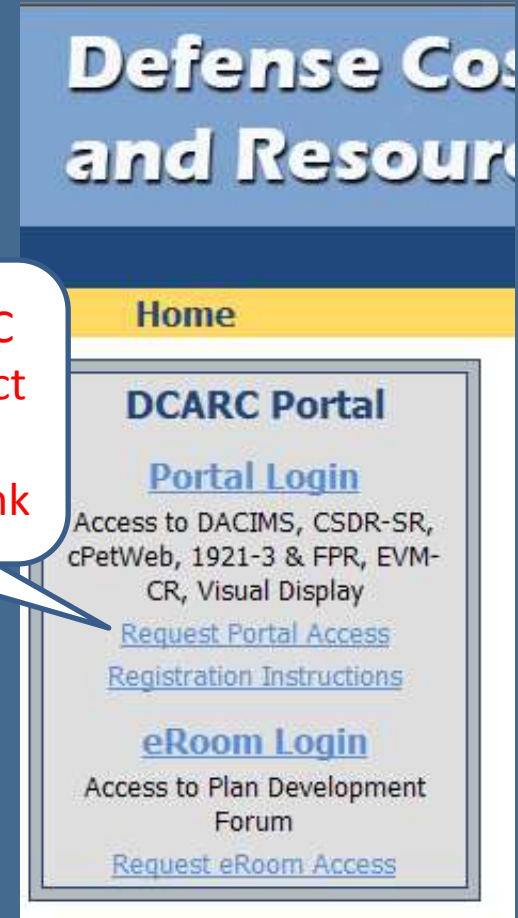
Account Registration

- Create a username and password and fill out the user profile.

- When completing the account request form, request the "CSDR-SR Submitter" role.

- Click "Submit" to begin account approval process.

Logging into CSDR-SR System

Logging into CSDR-SR System

- After logging in, select the CSDR-SR link.

- If you have an EVM-CR account and did not have to request a new account, select the "Request Application Roles" link to add the CSDR-SR Submitter role to your account.

Select the "CSDR-SR" link

Select the "Request application roles" link to add "CSDR-SR Submitter" role

Logging into CSDR-SR System

- Select the Upload Home tab to continue:

Select "Upload Home" to access submissions

Upload Home Overview

Upload Home: Submission Events

- On the "Upload Home" page, select the "Upload" option on the right side of the table to begin uploading files for a given submission event.

- If you have submissions due within the next 60 days that are not showing up, please contact the Lead Reviewer from your government Program Office.

Select "Upload" to begin the submission process

Upload Home: Assigned Contracts

- The "Assigned Contracts" tab shows the Submitter which contracts they are assigned to in the Submit-Review website.

- If a contract that you are required to submit reports for is not listed here, click on the "Contract Request" tab:

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PORTAL HOME   **CSDR-SR HOME**   U

Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

Click on the Prime Contract Number for more information about the contract, approved plans, and submission events

| Submission Events | **Assigned Contracts** | | n Progress | Rejected Submissions | Submission History | Contract Request |

Currently Assigned Contracts

Prime Contract Number	Pla Numbers	Program Name	Program Manager	Contractor	Contractor Division
A99XYZ-08-B-1234	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
A99XYZ-12-X-1234	X-12-Y-C1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Upload Home: Submissions in Progress

- The "Submissions in Progress" tab displays the submissions that have either been started, but not submitted, or submissions that have been set back to "In Process: Contractor" by the DCARC Validation Analyst:

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Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

Click "Upload" to continue a submission

Submission Events	Assigned Contracts	**Submissions in Progress**	Rejected Submissions	Submission History	Contract Request

Submissions currently in progress

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Program Name	Program Manager	Contractor	Con... ...ion	
1779	4/18/2014	Initial Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1781	4/18/2014	Interim Report 2		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1782	4/18/2014	Interim Report 1		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1783	4/21/2014	Interim Report 3		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1784	4/18/2014	Final Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1785	4/23/2014	CWBS Index and Dictionary	6/6/2014	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1838	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload

Upload Home: Rejected Submissions

- The "Rejected Submissions" tab displays a record of the submissions that have been formally rejected by the Director of the DCARC:

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Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

Submission Events | Assigned Contracts | Submissions in Progress | **Rejected Submissions** | Submission History | Contract Request

Rejected Submissions

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Program Name	Program Manager	Contractor	Contractor Division
1746	7/30/2013	Contract Award	8/19/2013	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Upload Home: Submission History

- The "Submission History" tab displays a historical record of all submissions, in all stages, for the history of the Submitter:

Enter Search criteria to locate a specific submission or set of submissions

Click on the Submission ID # to see the details of the historical submission

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| Submission Events | Assigned Contracts | Submissions in Progress | Rejected Submissions | Submission History | Contract Request |

Search Submission History

Submission ID: [   ]   Contract Number: [   ]

Submission Stage: [Any Stage ▾]   Program: [All Programs ▾]

As Of Date After: [   ]   As Of Date Before: [   ]

[Search Submissions]

Hide Search History Criteria

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Last Status Date	Last Status Set By	Status	Stage
1861	5/30/2014	Initial Report		A99XYZ-08-B-1234	A-09-F-C1	Testt	7/17/2014	Test CSDRSubmitter	Late Submit	Submitting
1838	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/30/2014	Test CSDRSubmitter	Late Submit	Submitting
1837	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/30/2014	Test CSDRSubmitter	Late Submit	Submitting
1785	4/23/2014	CWBS Index and Dictionary	6/6/2014	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/6/2014	James Kirst	Contractor	Submitting
1784	4/18/2014	Final Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/21/2014	Test CSDRSubmitter	Late Submit	Submitting
1783	4/21/2014	Interim Report 3		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/21/2014	Test CSDRSubmitter	Late Submit	Submitting
	4/18/2014	Interim Report 1		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1781	4/18/2014	Interim Report 2		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1779	4/18/2014	Initial Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1746	7/30/2013	Contract Award	8/19/2013	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	7/17/2014	Charlotte McIntosh	Rejected	Finalized

[Download Results to Excel]

Upload Home: Contract Request

- The "Contract Request" tab allows a Submitter to enter the Prime Contract Number or CSDR Plan Number.

- Clicking "Send Request" will alert the DCARC Validation Analysts that you need to be added to the contract:

Enter the Contract Number or Plan Number and select "Send Request"

Submitting Excel Cost Reports

Step 1: Submission Info

- The Submitter will enter the report 'As of Date'

- Once the POC Information has been verified, select "Next" to continue

Step 2: Upload Files

- To upload the Excel 1921 reports, select "Browse" to locate the report, select the correct "File Type", and click "Upload"
- Click "Next" to continue

Step 3: Validate and Create Data Report

- Submitters must generate CCDR Data Report prior to submitting reports
- If the submission event requires multiple sets of 1921, 1921-1, and 1921-2 reports, a CCDR Report must be generated for each data set. For example, the report names could be: "Variant 1" and "Variant 2"

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Step 3: Validate and Create Data Report, cont.

cPet Validation Error Report

1921 Visual Conversion Results

1921-1 Visual Conversion Results

1921-2 Visual Conversion Results

Step 3: Validate and Create Data Report, cont.

- The Data Report takes a minute to display
- Click the "Refresh" icon to see if the report has been generated
- The "Next" button will appear when the report has been generated

Step 4: View Data Report

- Submitter clicks "View Data Report" to review Header Data, 1921 Cost Data, 1921-1 Cost Data, and 1921-2 Cost Data to ensure their data converted to XML will be viewed accurately within the Submit-Review database:

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Step 4: View Data Report, cont.

- The Data Report displays how the data will be viewed within the Submit-Review database

- Submitters should review the data for accuracy and completeness

- If the data is not reading into the Data Report correctly, the Excel file should be updated prior to submission

Submitters should look for instances of missing or partial data on the 1921, 1921-1, and 1921-2 Cost Reports and correct the files prior to submission

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Step 4: View Data Report, cont.

- Once the data report has been reviewed for all applicable 1921 reports, click "Next" to continue

Click "Next" to continue

Step 5: Review and Submit

- Once the 1921, 1921-1, and 1921-2 reports have been validated, the CCDR Data Report has been generated, and the Submitter has reviewed their Data Report, then click "Submit" to finalize the submission

- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Submitting XML Cost Reports

Step 1: Submission Info

- The Submitter will enter the report 'As of Date'

- Once the POC Information has been verified, select "Next" to continue

Step 2: Upload Files

- To upload the XML 1921 reports, select "Browse" to locate the report, select the correct "File Type", and click "Upload"
- Click "Next" to continue

Step 3: Validate and Create Data Report

- Submitters must generate CCDR Data Report prior to submitting reports
- If the submission event requires multiple sets of 1921, 1921-1, and 1921-2 reports, a CCDR Report must be generated for each data set. For example, the report names could be: "Variant 1" and "Variant 2"

Step 3: Validate and Create Data Report, cont.

cPet Validation Error Report

Step 3: Validate and Create Data Report, cont.

- The Data Report takes a minute to display
- Click the "Refresh" icon to see if the report has been generated
- The "Next" button will appear when the report has been generated

Step 4: View Data Report

- Submitter clicks "View Data Report" to review Header Data, 1921 Cost Data, 1921-1 Cost Data, and 1921-2 Cost Data to ensure their XML data will be viewed accurately within the Submit-Review database

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Step 4: View Data Report, cont.

- The Data Report displays how the data will be viewed within the Submit-Review database

- Submitters should review the data for accuracy and completeness

- If the data is not reading into the Data Report correctly, the XML file should be updated prior to submission

> Submitters should look for instances of missing or partial data on the 1921, 1921-1, and 1921-2 Cost Reports and correct the files prior to submission

Step 4: View Data Report, cont.

- Once the data report has been reviewed for all applicable 1921 reports, click "Next" to continue

Click "Next" to continue

Step 5: Review and Submit

- Once the 1921, 1921-1, and 1921-2 reports have been validated, the CCDR Data Report has been generated, and the Submitter has reviewed their Data Report, then click "Submit" to finalize the submission

- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Submitting Software Reports and CWBS Dictionaries

Step 1: Submission Info

- The Submitter will enter the report 'As of Date'

- Once the POC Information has been verified, select "Next" to continue

Step 2: Upload Files

- To upload a CWBS Dictionary or Software Report (SRDR), select "Browse" to locate the report, select the correct "File Type", and click "Upload"
- Click "Next" to continue

Step 3: Validation

- Submitters are not required to validate CWBS Dictionaries or Software Reports (SRDRs)
- Click "Next" to continue

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Step 5: Review and Submit

- Once the required documents have been uploaded, click "Submit" to finalize the submission

- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Viewing CSDR Plans

Viewing CSDR Plans

- To access the CSDR plans the DCARC has on file for your contracts you must access the Contract Detail screen for each contract.

- You can access the Contract Detail screen by clicking on the contract number hyperlink on the "Assigned Contracts" tab on the Upload Home page:

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Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

| Submission Events | Assigned Contracts | Su... | ...s | Submission History | Contract Request |

Click on the Prime Contract Number to view the Contract Details

Currently Assigned Contracts

Prime Contract Number	Plan...	Program...			Contractor Division
A99XYZ-08-B-1234	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
A99XYZ-12-X-1234	X-12-Y-C1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Viewing CSDR Plans

- From the Contract Detail screen select the "Contract Tasks/Plans" tab:

Viewing CSDR Plans

- Selecting "View" will allow you to access both the XML and Excel version of the CSDR plans that are currently on file:

Click "View" to download the XML and Excel versions of the approved CSDR Plan

Viewing CSDR Plans

- The Excel and XML versions of the approved CSDR Plan can also be viewed and downloaded during Step 3 of the submission process: